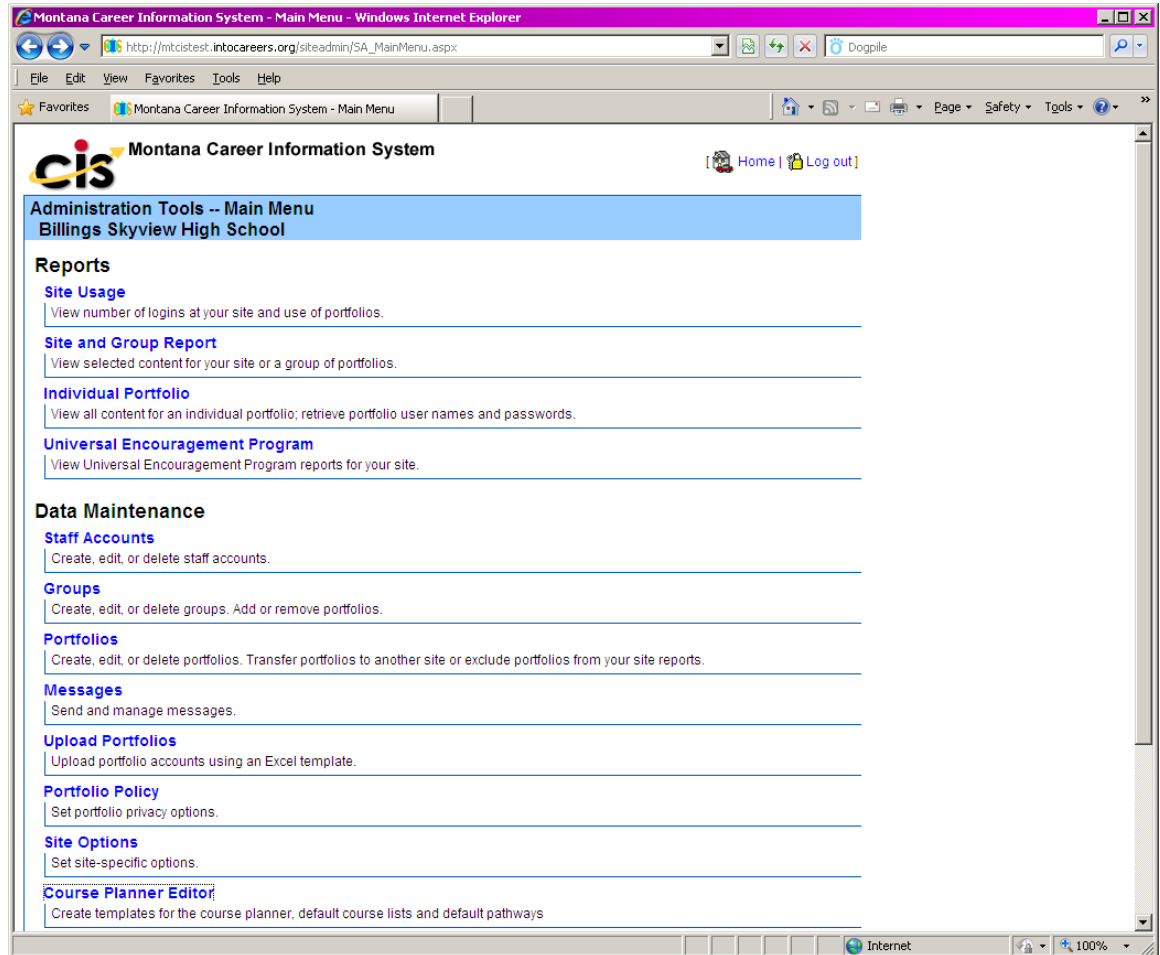


Site Utilities

Course Planner Editor

The Course Plan editor allows you to create templates, lists of courses by subject, lists of pathways with associated courses and requirements for those pathways. Additionally, you can run reports of your courses by subject and pathways. To get started, click on the Course Planner Editor link from the Admin Tools Main Menu below.

Admin Tools Main Menu Screen



After making your selection from the Main Menu, you will link directly to the Site Course Planner Main Menu. The menu is divided into three sections:

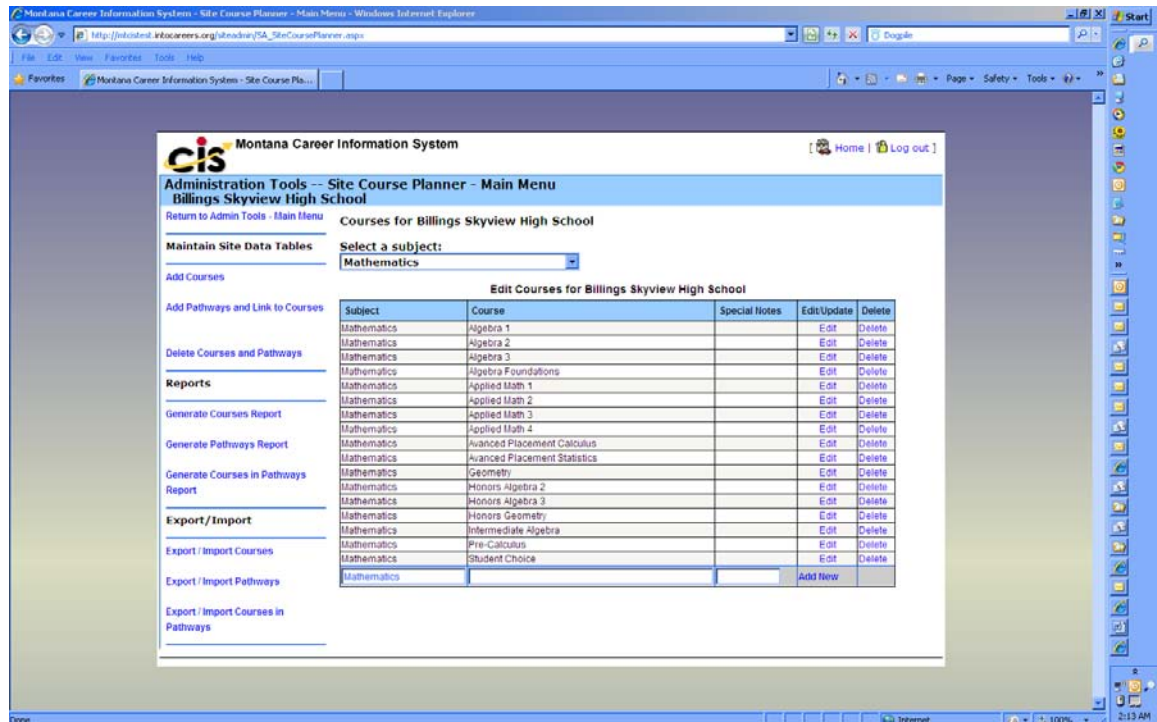
- **Maintain Site Data Tables**
- **Reports**
- **Export/Import**

When the page first comes up it defaults to Maintain Site Data Tables. You can navigate through this section using the three options below:

- **Add Courses**

- Add Pathways and Link to Courses
- Delete all Pathways and Courses

Add Courses Screen



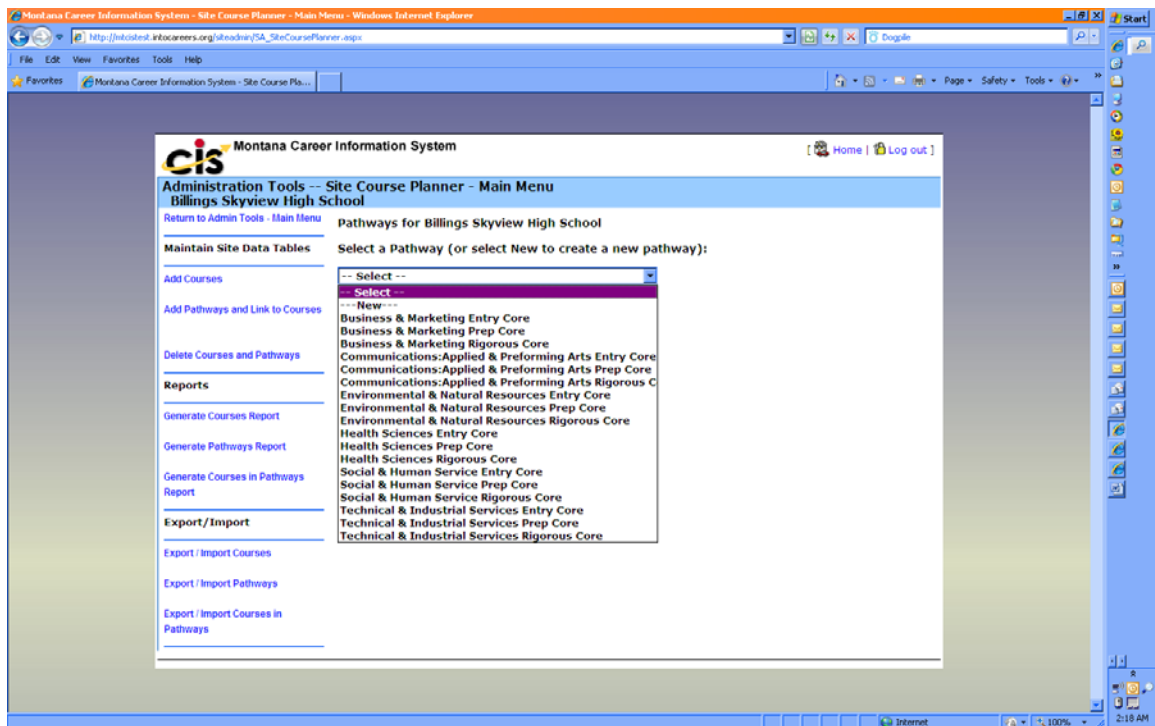
Add Courses -click to select or enter new course information for your site.

- Select the subject from the dropdown menu that you would like to enter/edit course information for.
- Select Edit/Update to enter or edit Courses or course information, or Special Notes. After you have clicked the Edit link, it changes to an Update Cancel option, which you can use to Update or Cancel the information you entered in the Courses or Special Notes fields.

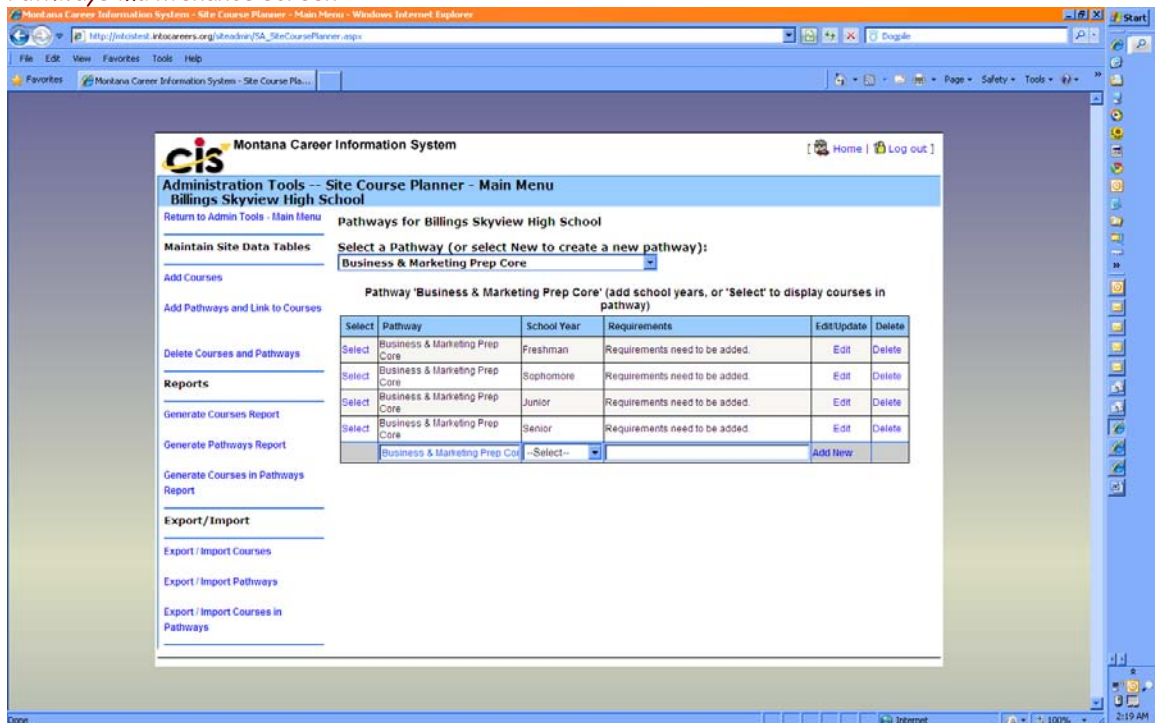
Add Pathways and Link to Courses—click to select or enter Pathway information for your site.

- Select pathways from the dropdown menu—this will bring up the Pathway Maintenance Screen.

Pathways selection screen



Pathways maintenance screen



- Edit/Update—click to edit School Year, or Requirements. After you have clicked the Edit link, it changes to an Update Cancel option, which you can use to Update or Cancel the information you entered in the School Year or Requirements fields.

- Add New—click to add new pathway information to your site.
- Select-- click to bring up the pathway courses for your school.

Pathways maintenance screen after a pathway is selected

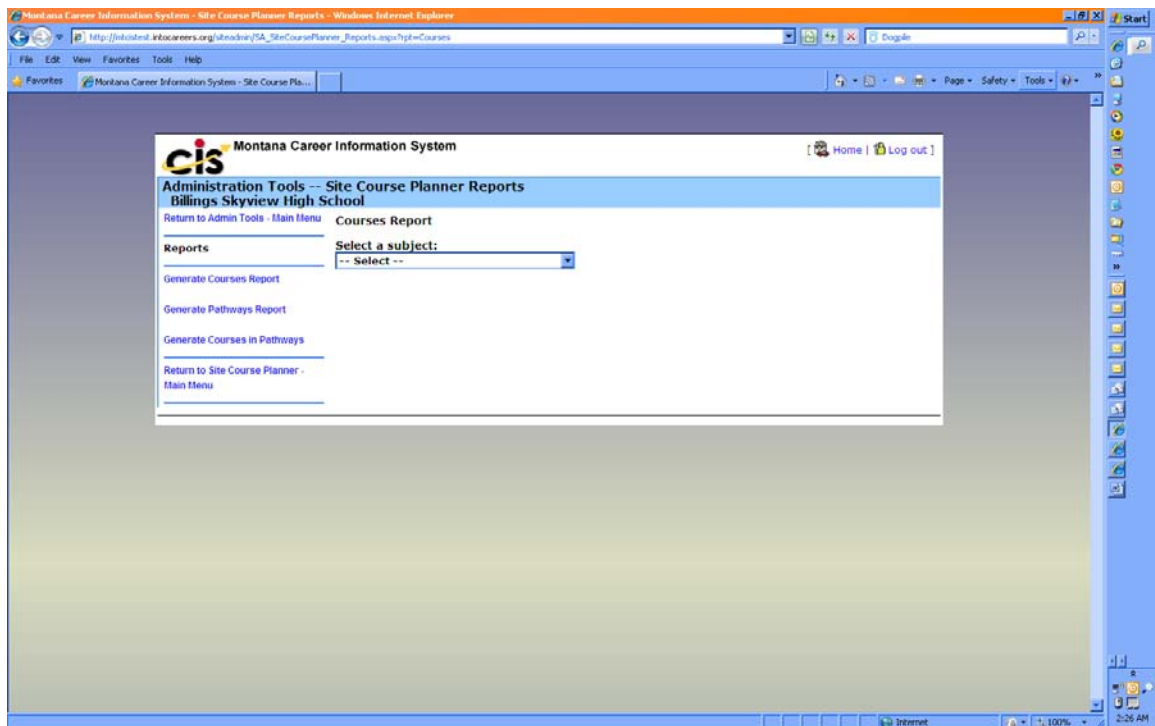
- Edit/Update—click to edit Course Title, Term, or Sequence #. After you have clicked the Edit link, it changes to an Update Cancel option, which you can use to Update or Cancel the information you entered in the Course Title, Term, or Sequence #.
- Add New—click to add new pathways course information to your site.

Delete all Pathways and Courses—click to delete all pathways, courses and subjects for your site. This is usually done in order to upload new updated files.

Reports

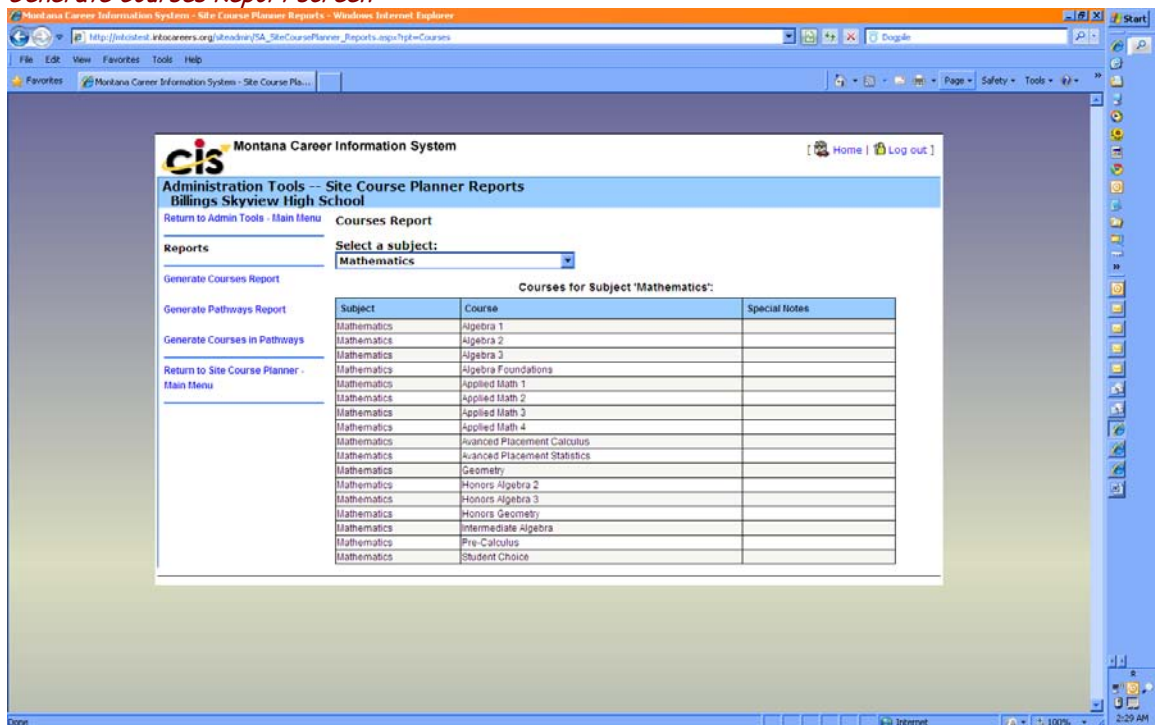
- **Generate Courses Report**
- **Generate Pathways Report**
- **Generate Courses in Pathways**

Reports menu screen



Generate Courses Report--click to select your courses from the dropdown menu, then view your report.

Generate Courses Report screen



Generate Pathways Report—click here to select your pathway from the dropdown menu, then view your report.

Generate Pathways Report screen

Montana Career Information System

Administration Tools -- Site Course Planner Reports
Billings Skyview High School

Return to Admin Tools - Main Menu

Reports

Generate Courses Report

Generate Pathways Report

Generate Courses in Pathways

Return to Site Course Planner - Main Menu

Pathways Report

Select a pathway:
Business & Marketing Entry Core

Pathway 'Business & Marketing Entry Core':

Pathway Name	School Year	Requirements
Business & Marketing Entry Core	Freshman	Requirements need to be added.
Business & Marketing Entry Core	Sophomore	Requirements need to be added.
Business & Marketing Entry Core	Junior	Requirements need to be added.
Business & Marketing Entry Core	Senior	Requirements need to be added.

Generate Courses in Pathways Report—click here to select your pathway from the dropdown menu, then view your report.

Generate Courses in Pathways Report screen

Montana Career Information System - Site Course Planner Reports - Windows Internet Explorer

http://link.mt.edu/infosystems/SA_SiteCoursePlanner_Reports.aspx?tbl=Courses

File Edit View Favorites Tools Help

Montana Career Information System - Site Course Planner

Montana Career Information System

Home Log out

Administration Tools -- Site Course Planner Reports
Billings Skyview High School

Return to Admin Tools - Main Menu

Reports

Generate Courses Report

Generate Pathways Report

Generate Courses in Pathways

Return to Site Course Planner - Main Menu

Courses In Pathways Report

Select a pathway:
Business & Marketing Entry Core

Courses in Pathway 'Business & Marketing Entry Core':

Pathway Name	School Year	Subject	Course	Term	Special Notes
Business & Marketing Entry Core	Freshman	English	English 1	Full Year	
Business & Marketing Entry Core	Freshman	Mathematics	Algebra 1	Full Year	
Business & Marketing Entry Core	Freshman	Science	Earth Science	Full Year	
Business & Marketing Entry Core	Freshman	Health/PE	Health Enhancement 1	Full Year	
Business & Marketing Entry Core	Freshman	CTE	Student Choice	Half Year	
Business & Marketing Entry Core	Freshman	Fine Arts	Student Choice	Half Year	
Business & Marketing Entry Core	Sophomore	English	English 2	Full Year	
Business & Marketing Entry Core	Sophomore	Mathematics	Geometry	Full Year	
Business & Marketing Entry Core	Sophomore	Science	Biology 1	Full Year	
Business & Marketing Entry Core	Sophomore	Health/PE	Student Choice	Half Year	
Business & Marketing Entry Core	Sophomore	Social Sciences	World History	Full Year	
Business & Marketing Entry Core	Sophomore	Fine Arts	Student Choice	Half Year	
Business & Marketing Entry Core	Sophomore	CTE	Student Choice	Half Year	
Business & Marketing Entry Core	Junior	English	English 3	Full Year	
Business & Marketing Entry Core	Junior	Mathematics	Intermediate Algebra	Full Year	
Business & Marketing Entry Core	Junior	Social Sciences	United States History	Full Year	
Business & Marketing Entry Core	Junior	CTE	Student Choice	Half Year	
Business & Marketing Entry Core	Junior	CTE	Student Choice	Half Year	
Business & Marketing Entry Core	Junior	CTE	Student Choice	Half Year	
Business & Marketing Entry Core	Senior	English	Senior Composition	Full Year	
Business & Marketing Entry Core	Senior	Mathematics	Algebra 2	Full Year	
Business & Marketing Entry Core	Senior	Social Sciences	United States Government	Half Year	
Business & Marketing Entry Core	Senior	Social Sciences	Economics	Half Year	
Business & Marketing Entry Core	Senior	Science	Student Choice	Full Year	
Business & Marketing Entry Core	Senior	CTE	Student Choice	Half Year	
Business & Marketing Entry Core	Senior	CTE	Student Choice	Half Year	

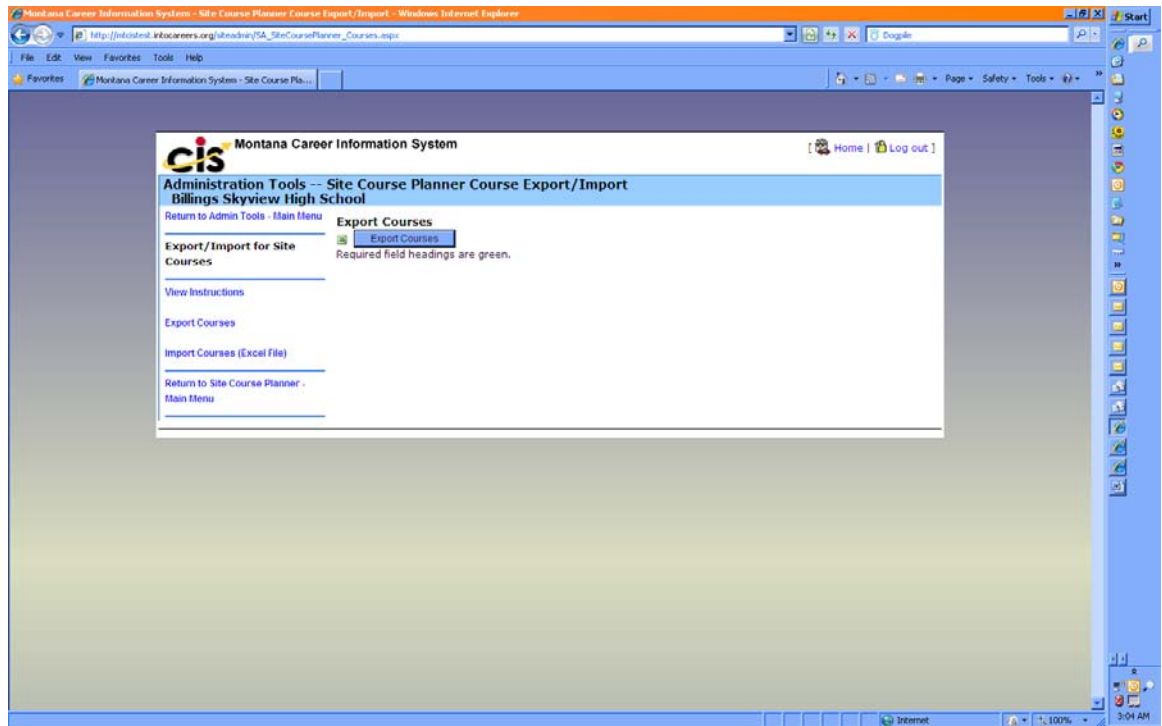
Done

Internet 100% 2:30 AM

Export Import for Site Courses

Hide Instructions—click to hide and unhide instructions for Export/Import of Courses.

Export Courses—click one of these options to download or export the Course Report Excel Spreadsheet.



Import Excel Files-- click one of these options to import Course Excel Spreadsheet. Use the Trial run option to check your file for accuracy.

Export/Import for Site Courses screen

